

3 FAH-2 H-400 Appendix J 300

FSN 300 PERSONNEL GROUP

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform specialist, technical, or related clerical work of a personnel nature.

The one series presently included in this group is:

Personnel Series

FSN 305

FSN 305 PERSONNEL SERIES

This series includes a variety of personnel positions ranging from: 1) positions which assist the Personnel Officer in implementing or supervising all major functions of the Personnel Program; 2) positions with responsibility, under the supervision of the Administrative Officer, for the personnel program at the post; 3) positions which advise on or perform specialized technical personnel functions; and 4) personnel clerical support positions involving performance of work which requires substantial knowledge of personnel rules, regulations, procedures, and program requirements.

The Personnel Series provides standards for seven levels of positions. They are:

Personnel Specialist	FSN 305-11
Personnel Specialist	FSN 305-10
Personnel Assistant	FSN 305-9
Personnel Assistant	FSN 305-8
Personnel Assistant	FSN 305-7
Personnel Clerk	FSN 305-6
Personnel Clerk	FSN 305-5

There is considerable variation in the way Personnel Offices are organized at posts and missions throughout the world. Although similar personnel functions exist in many posts, personnel positions are organized differently in many cases. Generally, because of the greater number of employees and volume of actions, the larger posts are able to separate major functions such as recruitment or position classification into one position. Or, perhaps one major function and one or two minor functions will be combined in one position. Of necessity, particularly at smaller posts, personnel positions will be a combination of different personnel functions. The standards for the three levels of Personnel Assistants have been written describing essentially a pure function, i.e., classification, recruitment, etc. In each case, the function has been classified at the highest level recognized by the standard for the type of function. This provides the posts with a measuring point for classification purposes in determining the level of each pure function. When the post's positions are mixed, the Mixed Position Rule should be used to classify the positions based on the levels determined for each of the pure functions in the position. For example, the standard for Personnel Assistant I establishes the top level for a position with position classification and wage administration related responsibilities. This level would normally exist only at posts with a large number and variety of embassy and associated agency local positions including many of the higher level more complex positions which are usually more difficult to classify. At this level, the classifier performs the complete classification job from fact finding to analysis and recommendation of the grade level. As

indicated in the standards, few jobs have all of the factors to justify classification at this level. The position classification function as performed at most posts would be classified one or two levels lower than this top level depending upon the circumstances in each case.

Personnel Clerk FSN-6 level positions are described by two job standards. Each of these standards describe a group of personnel clerical duties which frequently are grouped to form a position. They are indicative of the level intended for Personnel Clerk.

FSN 305-11 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Specialist

SERIES: Personnel
LEVEL: FSN 305-11

BASIC FUNCTION:

Serves as Personnel Specialist at a medium to large size post that does not have an American Personnel Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as Personnel Specialist at an Embassy or USAID mission, with a minimum of 125 local employees, which does not have an American Personnel Officer. Is immediately responsible under the supervision of the Administrative Officer for the supervision and performance of the full range of personnel functions performed at the post. This includes the recruitment and appointment of local employees including third country nationals, if necessary; preparation of all types of personnel actions; placement and promotion of local employees; resignations and disciplinary actions; classification of local positions and participation in local wage surveys; maintenance of position control records; staffing patterns; personnel records and files; and the preparation of periodic and non-recurring reports. Also performs personnel activities for American employees including processing of incoming and outgoing personnel. Confers with personnel involved and prepares communications to the headquarters offices regarding proposed assignments, transfers, health problems, etc. Supervision is present in these positions with the number of employees supervised usually not exceeding six.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Possession of a collegiate degree in Personnel Administration or Administrative Management is highly desirable.

EXPERIENCE: From five to seven years of progressively responsible experience in the field of Personnel Administration is required. Normally the full seven years of experience will be required with five years of experience with a U.S. Government agency.

LANGUAGE: Level 4 English ability (fluent) is required.

KNOWLEDGE: A good working knowledge of Chapter 3 FAH-2 H-200 - FSN Compensation, and Chapter 3 FAH-2 H-400 - FSN Position Classification, of 3 FAH-2 (FSN Handbook), State Department and associated agency Personnel manuals and regulations. Familiarity is required with local labor and social security laws as well as prevailing practices and customs as they apply to compensation, retirement, and other phases of personnel management.

ABILITIES: Good managerial skill, personality which inspires confidence in local national employees and permits the maintenance of effective working relationships with employees and supervisors.

DISTINGUISHING FEATURES:

At this level the primary requirements and grade controlling factors are: (1) The post will not have an American Personnel Officer and (2) The local personnel specialist will perform the full range of personnel duties for a personnel program of not less than 125 local employees. Positions at this level may be located at an embassy or at a USAID mission. In either case, the size of the post will require at least 125 local employees. At an embassy the 125 employee figure applies to the size of the staffs of the embassy and closely associated agencies. It does not include employees in other agencies (NASA, HEW, etc.) who are employed, often in large numbers, under contract and little personnel support is provided to them by the Personnel Office. Positions at this level are always supervisory. General supervision is usually provided by the American Administrative Officer who may not be technically trained in Personnel Administration.

FSN 305-10 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Specialist

SERIES: Personnel
LEVEL: FSN 305-10

BASIC FUNCTION:

Serves as the Personnel Officer at a large post.

MAJOR DUTIES AND RESPONSIBILITIES:

At a large post, is the senior local employee in the Personnel Office and the Principal Assistant and Advisor to the American Personnel Officer. In this capacity, assists the Personnel Officer in implementing, directing, and performing the functions of a Personnel Office which provides personnel services to American and local employees assigned to a large embassy with many associated agencies. These activities and programs include recruitment and appointment of local employees and in some countries third country national employees, maintenance of position control records, staffing patterns and personnel files, issuance of personnel actions, placement and promotion of local employees, local position classification and wage administration, orientation and personnel processing of incoming and outgoing employees, operation of various awards programs, participation in surveys and preparation of periodic and non-recurring reports.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Possession of a collegiate degree in Personnel Administration or Administrative Management is highly desirable.

EXPERIENCE: From four to six years of progressively responsible experience in the field of Personnel Administration. Normally the full six years will be required with four years of experience with a U.S. Government agency.

LANGUAGE: Level 4 English ability (fluent) is required.

KNOWLEDGE: A good working knowledge of Chapter 3 FAH-2 H-200 - FSN Compensation, and Chapter 3 FAH-2 H-400 - FSN Position Classification, of 3 FAH-2 (FSN Handbook), State Department and associated agency Personnel manuals and regulations. Familiarity is required with local labor and social security laws as well as prevailing practices and customs as they apply to compensation, retirement, and other phases of personnel management.

ABILITIES: Good managerial skill, personality which inspires confidence in local national employees and permits the maintenance of effective working relationships with employees and supervisors.

DISTINGUISHING FEATURES:

Under this type of assignment the level is restricted to posts with more than 200 local employees. This figure is exclusive of local employees employed by other agencies (NASA, HEW, etc.) under contract for whom little personnel support is provided by the Personnel Office. The Personnel Specialist FSN-10 serves as a full assistant to the Personnel Officer in all major aspects of the post's personnel program. It will not be possible for the position to operate in the manner contemplated unless the staffing of the Personnel Office is limited to one American Personnel position as a second American position would include responsibilities required to support the grade at the FSN-10 level. The intensity of supervision received from the American Personnel Officer varies from little or no supervision for day-to-day activities to close supervision in projects such as the local wage survey when the employee will advise but where major decisions are made by the supervisor. Under this type of assignment, the primary distinguishing features between this level and the next lower nonspecialized Personnel Assistant level are the overall size, scope, and variety of personnel programs found only at large posts. This is the highest grade level in the Personnel Series for local Personnel Specialist positions when an American Personnel Officer is assigned to the post. Positions at this level may have supervisory responsibilities, however, supervision is not a requirement or grade controlling factor.

FSN 305-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Specialist

SERIES: Personnel
LEVEL: FSN 305-9

BASIC FUNCTION:

At a large post serves as an assistant to the Personnel Officer in the field of local employee pay management.

MAJOR DUTIES AND RESPONSIBILITIES:

At a large AID mission or a large post with a number of associated agencies, serves as assistant and advisor to the Personnel Officer on matters relating to pay management of FSN employees. Keeps up-to-date and is the post's "expert" on prevailing wage practices in the locality particularly as they relate to the fringe benefit area including vacation pay, end-of-year or other special bonuses, Social Security or other labor legislation covering job injury, retirement, sick or annual leave, family assistance, etc. Participates in local wage surveys by accompanying members of survey team and helps obtain clarification of the application of involved or complex Social Security or labor legislation. Develops and maintains good working relations with Personnel Officers in the companies used for wage data purposes, and in appropriate local government agencies, in order to facilitate obtaining wage or fringe benefit information not only in regular or spot check wage surveys but throughout the year as may be necessary. Serves as interpreter, if necessary, when accompanying Americans on wage surveys. Assists in position classification by working closely with employees and/or supervisors in obtaining job descriptions accurately and currently reflecting duties and organizational relationships. If necessary, performs desk audits and rewrites descriptions, evaluates positions in terms of post's classification guides and standards, and recommends grade level and title. Positions serviced include all grade levels and all types of local positions. When indicated by Personnel Officer, discusses classification decisions informally with supervisors and employees to explain the basis for the decisions informally with supervisors and employees to explain the basis for the decisions and to develop understanding and acceptance of them. When requested by Personnel Officer, writes reports stating reasons for classification decisions.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Some collegiate study is desirable.

EXPERIENCE: Three to five years of progressively responsible experience in position classification or wage administration. At least two years of the experience should be in position classification with a U.S. Government agency.

LANGUAGE: Level 4 English ability (fluent).

KNOWLEDGE: A thorough knowledge of local labor and Social Security laws as well as prevailing customs and practices as they apply to compensation and employment. A good working knowledge of Chapter 3 FAH-2 H-300 , 3 FAH-2 H-200 - FSN Compensation, and Chapter 3 FAH-2 H-400 - FSN Position Classification, of 3 FAH-2 (FSN Handbook), applicable portions of 3 FAM and of U.S. Government Position Classification theories.

ABILITIES: Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors.

DISTINGUISHING FEATURES:

The difficulty factor, in regard to the position classification aspect of the position is increased by the fact that written job classification standards have been until recently either non-existent or very meager. Guidelines for classifying the positions are the position classification standards (Chapter 3 FAH-2 H-400 Appendix J). The use of the standards requires considerable individual judgment because of the variety of positions, many consisting of mixed duties. Other guidelines are the Chapter 3 FAH-2 H-400 (FSN Position Classification) of the FSN Handbook (3 FAH-2), and applicable portions of the Foreign Affairs Manual. The employee at this level has little commitment authority as proposed allocations of positions are in the nature of recommendations to the Personnel Officer. The employee is responsible for developing factual information regarding duties and responsibilities assigned to positions and their organizational relationship to other positions. Although the employee may occasionally obtain wage data for a specific position on request by the Personnel Officer, participation in wage surveys is primarily to facilitate and assist other members of the Wage Survey Team in obtaining wage or fringe benefit information. Provides continuity to the Personnel Office in regard to local customs and practices in the fringe benefit, labor legislation area. The employee has no commitment authority in the wage area and works under close direction and supervision in this area.

SUPPLEMENTARY NOTES:

Duties relating to the classification of FSN positions and local wage surveys exist in varying degrees and levels in FSN positions. The duties as described are representative of the highest level recognized in these

standards. Personnel Assistant positions are located at posts with a large number and variety of FSN and, in some cases, Third Country National positions. At this level, although the American Personnel Officer approves the grade levels in all classification actions, the Personnel Assistant is relied upon for fact finding, verifying position descriptions, analysis, and grade level recommendations. In addition to this the highest level for classification and wage survey responsibilities two more levels (one grade lower and two grades lower than this level) are recognized for this function. Allocation factors to be considered by posts in classifying this function are the variety and difficulty of positions classified, extent of participation in the person-to-person fact finding process, depth of job analysis, job comparisons, and reliance on and acceptance by the Personnel Officer of the grade level and other recommendations made by the employee performing the function.

Many posts will need to use the Mixed Position Rule in classifying positions with these functions as they may not be full-time functions.

FSN 305-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Assistant

SERIES: Personnel
LEVEL: FSN 305-8

BASIC FUNCTION:

At a large post under the supervision of the Personnel Officer, recruits local employees for positions scheduled to become vacant at the embassy or associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

At a large post, with a variety of positions, develops sources of recruitment of qualified applicants for local positions either in the embassy or in a number of associated agencies. The positions range from the lowest custodial, trades, crafts, or clerical levels to specialized professional positions with high level educational training, and/or experience requirements. Explores and makes personal contacts with possible sources of job applicants who may be qualified for specific positions. These may include educational institutions, professional or trade associations, public employment sources, and other activities with potentially qualified job applicants. If situation requires, prepares and submits to Personnel Officer for approval newspaper advertisements or similar items to be run in trade or professional journals. Screens all applicants responding to possible job openings, eliminating those not considered meeting job requirements. Refers applicants for lower level jobs directly to potential supervisor. Applicants for higher level positions are referred to the Personnel Officer for additional screening prior to further referral. Conducts or directs the giving of skill tests for stenographic, typing, or related positions. Serves as advisor to local employees on matters relating to career development or promotion. Keeps Personnel Officer advised of employees with potential for assignment to anticipated vacancies.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Some collegiate study is desirable.

EXPERIENCE: Two to four years of progressively responsible experience in recruitment or a closely related field.

LANGUAGE: Level 4 English ability (fluent).

KNOWLEDGE: General knowledge of 3 FAM , Personnel Officer Handbook, those portions of USIS, AID, and Department of Agriculture manuals pertaining to personnel management particularly recruitment and employment.

ABILITIES: Must be personable, tactful, and able to develop and cultivate possible sources of job applicants for a variety of positions.

DISTINGUISHING FEATURES:

The primary elements of difficulty of recruitment duties at this level are 1) the wide variety of positions for which recruitment is performed ranging from low level custodial positions to high level specialized professional positions and 2) the problems connected with locating and contacting sources of qualified applicants for a wide variety of positions and actually producing sufficient numbers of applicants for job openings. Guidelines consist of the qualifications requirements for individual applicants, written or oral instructions from supervisors or operating officials, and those portions of personnel regulations pertaining to recruitment and employment utilized by agencies at the post. Employees at this level are expected to work with little supervision, but guidance is available if complications or difficulties develop. Considerable individual judgment is exercised in evaluating applicant's qualifications in terms of job requirements. Employee's commitment authority is limited to the elimination of applicants considered unqualified and to the referral of qualified applicants for further screening or final selection.

SUPPLEMENTARY NOTES:

The recruitment duties as described represent the highest level recognized in the Personnel Series for this function. Few local positions exist where recruitment duties at this level are performed for the major part of an employee's time. The pure recruitment function has been described to provide a top level "peg point" to assist posts in classifying positions in the Personnel Series when recruitment is a significant factor. (See Mixed Position Rule.) The recruitment function actually performed at most Foreign Service posts is one or two levels lower than the level described. The primary factors to be considered in evaluating lower level recruiting duties are the variety and levels of positions for which recruitment is performed and the degree of responsibility for locating and developing sources of recruitment.

FSN 305-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Assistant

SERIES: Personnel
LEVEL: FSN 305-71

BASIC FUNCTION:

Provides assistance to American and FSN employees on matters relating to health/hospitalization programs.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as post's "expert" on administrative matters relating to health benefits and services provided to American and FSN employees. In cases involving serious illness or injury to American employees when evacuation is indicated, coordinates with post's Medical advisor and facilitates the issuance of travel orders. Makes administrative arrangements for medical evaluation to authorized medical facility either in the United States or another country. Assists employees, hospitalized in country of assignment, with administrative paperwork connected with admission, payment of bills, and claims for reimbursement from insurance. Advises employees (particularly FSN employees) of the accident coverage of the Federal Employee Compensation Act and coordinates with the Bureau of Employees Compensation to clarify scope, coverage, or applicability of a particular case. Gathers additional evidence required by the Bureau to adjudicate claims for service-connected injury. Follows through, often for extended periods, from injury to payment of claims due employees or their beneficiaries. Performs similar services for FSN employees in disability retirement cases administered by the U.S. Office of Personnel Management. When Post has adopted a medical insurance plan for local employees, performs the work of administering the plan such as enrolling new employees, discontinuing separating employees, collecting premiums from employees and annuitants, and making payment to Insurance Company. Assists employees with paperwork in processing claims.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required.

EXPERIENCE: From one to three years of progressively responsible experience in personnel work or a closely related field. Normally, the full three years will be required with at least two years of experience with a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: A good working knowledge is required of the U.S. Department of State, U.S. Office of Personnel Management, and Bureau of Employee Compensation regulations and procedures governing claims for job-related injury, disability retirement, medical evacuation, and U.S. Health Benefits Program. A thorough knowledge of the provisions of the contract covering the post's FSN employee Medical/Hospitalization Plan is also required.

ABILITIES: Must be tactful but effective in dealing with employees and officials on medical hospitalization matters. Must also be able to draft correspondence in English presenting clearly the facts relating to injury or disability claims.

DISTINGUISHING FEATURES:

Personnel Assistants FSN-7 perform the full range of duties as described relating to medical/hospitalization services for both American and FSN employees. They must be highly skilled in dealing with a variety of people under different circumstances, including pressure situations where accurate information must be provided quickly and action initiated rapidly. Conversely, they must have the patience and tenacity to follow through persistently service- connected injury claims in efforts to obtain equitable settlements in these cases. Guidelines are provided by regulations and procedures issued by the Bureau of Employees Compensation, Office of Personnel Management, Department of State, and associated agencies. Precedent cases are important for guidance when published guidelines do not clearly apply.

As in Personnel Clerk FSN-6 positions, Personnel Assistants FSN-7 work with considerable independence in performing the majority of their duties. However, in medical evacuation cases or in long-standing service connected injury claims, Personnel Assistants FSN-7 work closely with the Personnel Office and proposed telegrams or other communications prepared on these subjects are subject to close review. Person-to-person contacts with employees at all agencies at the post are frequent. This involves explaining in detail regulatory, procedural, and policy requirements applicable to medical, hospitalization, injury, and disability claims and benefits.

SUPPLEMENTARY NOTES:

The Personnel Assistant FSN-7 describes the highest level provided for this type of function. This level is found at posts with the full scope of health, hospitalization, and disability entitlements programs. At other posts the function should be classified one level lower when the full scope of program is not present. (The post has no local medical insurance plan and medical evacuation cases which are few are handled by the Personnel Officer). At many posts the Medical/Hospitalization related duties as

described are combined with other Personnel duties. The mixed position rule should be used to classify these positions.

FSN 305-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Clerk

SERIES: Personnel
LEVEL: FSN 305-6

BASIC FUNCTION:

Performs a variety of personnel clerical and administrative duties connected with the in-processing and out-processing of American employees for all agencies at the post.

MAJOR DUTIES AND RESPONSIBILITIES:

Assists newly arrived American employees in complying with all requirements of the host government by completing forms for Foreign Office certification of identification cards, driver's license, etc. Issues PX cards if military facilities are available. Prepares notes to the Ministry of Foreign Affairs giving information on arrivals, departures, diplomatic and consular titles, etc. Follows-up as necessary to expedite any of the required items of documentation. Prepares list of newly arrived personnel to be scheduled for appointments to meet the Ambassador. Assists Personnel Officer with periodic formal orientation program by notifying employees who are to attend, obtaining necessary technical equipment, and arranging for space, printing, etc. Maintains a file of information on available rental housing and apartments and provides information regarding the employment of maids, cooks, or other domestic employees by American members of the post. Assembles articles to be printed in periodic news bulletin (usually weekly), prepares in proper format and types for reproduction, after approval by Personnel Officer. Assists Personnel Officer with Awards Program (Length of Service, Safe Driving by Embassy Chauffeurs, Incentive Awards, etc.) by requesting certificates and pins, scheduling location of ceremony, arranging for photographer, and notifying participating personnel. Provides departing personnel with check-out list and assists in departure check-out.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: Two to two and one-half years of clerical experience in personnel work or a closely related field. At least one year of the experience should be in personnel work with a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: A general overall knowledge of the organization and functions of the various agencies at the post. A thorough knowledge of procedures, precedents, and practices used in dealing with host country agencies in obtaining required documents of identity, recognition, and permission.

ABILITIES: Considerable tact and diplomacy in person-to-person contacts with newly arrived American personnel and dealing with agencies of host government. Level 2 typing ability (a minimum of 40 words per minute with a smaller number of errors).

DISTINGUISHING FEATURES:

Personnel Clerks FSN-6 with assignments as described, work with considerable independence in performing the majority of their duties. In fact, they are evaluated primarily on the ability to perform work independently, to complete it in timely fashion, and to satisfy the needs of the situation without unduly seeking assistance from others. Guidelines are the procedures, practices, and precedent cases used previously in dealing with host country agencies or in prior orientation programs or award ceremonies. Oral or written instructions are also provided by the Personnel Officer as deemed necessary.

SUPPLEMENTARY NOTES:

The personnel duties described exist, to some extent, at many posts. The combination of duties as described has been selected as representative of Personnel Clerk FSN-6 positions. Therefore, it should be used to classify Personnel Clerk positions at this level when post's positions are substantially similar. It is recognized, however, that the duties as described are in many cases combined with other personnel duties which may be described in other levels of the Personnel Series. In those cases, the Mixed Position Rule should be used to classify those positions.

FSN 305-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Clerk

SERIES: Personnel
LEVEL: FSN 305-6

BASIC FUNCTION:

Performs a variety of personnel clerical duties in connected with the examination and processing of personnel actions and in maintenance of position control records and personnel files for FSN and American Resident Staff employees.

MAJOR DUTIES AND RESPONSIBILITIES:

Examines personnel action requests for FSN employees and American resident staff employees to determine if prior approval is needed by any technical employee in the Personnel Office or by operating officials; insures that all attachments and personnel forms are present, complete, internally consistent, and in compliance with information available in Personnel Office records; obtains additional or corrected information if necessary. Prepares for signature of the Personnel Officer individual personnel journal actions for all types of transactions including appointments, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, retirements, etc. Similarly prepares mass journal actions effecting pay adjustments resulting from wage surveys or other actions involving large numbers of employees. Maintains position control card files adding or deleting positions as authorized, and posts types of action affecting employee in each position such as new titles, grades, step increases, and effective dates based on personnel actions processed. Prepares staffing pattern for local employees from these records or coordinates information with Data Processing Center for machine preparation of the staffing patterns. Maintains personnel folders and personnel files for FSN employees adding or deleting from files as necessary.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: Two to two and one-half years of clerical experience in personnel work or a closely related field. At least one year of the experience should be connected with the processing of personnel actions with a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge).

KNOWLEDGE: A good working knowledge of pertinent personnel regulations and procedures of State Department and associated agencies, particularly those regulations pertaining to the processing of the many types of personnel actions.

ABILITIES: Level 2 typing ability (a minimum of 40 words per minute with a small number of errors).

DISTINGUISHING FEATURES:

Personnel Clerks FSN-6 are responsible for processing a wide variety and full range of personnel transactions including those of a novel or complicated nature. The employee is in fact the “expert” at the post on the clerical processing of personnel transactions. The personnel transactions are usually signed by the post’s Personnel or Administrative Officer, but they are not normally technically reviewed for compliance with regulations, procedures, or other technical aspects. Questionable cases are discussed and resolved with supervisor before the personnel transaction is prepared. Guidelines are the Personnel Manual (3 FAM) Handbook, Federal Personnel Manual, and/or supplemental instructions. In addition, Personnel Clerks FSN-6 must have good knowledge of precedent personnel actions (sample copies are usually maintained over a period of years) and of less frequently used rules and regulations that will provide guidance in unusual cases. Personnel Clerks FSN-6 must exercise considerable judgment in selecting appropriated guidelines as the basis for action from among the published and precedent material available.

SUPPLEMENTARY NOTES:

Personnel Clerks FSN-6 performing duties as described for the majority of their time are usually found at large posts. At other posts these duties are usually combined with other personnel duties. The Mixed Position Rule should be used to classify the latter positions.

FSN 305-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Personnel
TITLE: Personnel Clerk

SERIES: Personnel
LEVEL: FSN 305-5

BASIC FUNCTION:

Performs a variety of clerical and administrative support duties in the Personnel Unit of a medium to large post.

MAJOR DUTIES AND RESPONSIBILITIES:

In the Personnel Unit of a medium to large post, performs a wide variety of personnel clerical duties. Typical duties may include any of the following or other duties of comparable difficulty: maintains and keeps current regularly issuances such as Standardized Regulations (Civilian Employees, Foreign Areas), Personnel Officer's Handbook, various personnel regulations for State Department and associated agencies, Staff Notices and Administrative Instructions. Adds or deletes names to or from telephone lists and types new lists periodically for reproduction. Types correspondence, telegrams, announcements, and forms. Assists other members of staff in preparing and typing periodic employment or informational lists and reports. Extracts biographic or other data from files for preparation of various reports. Translates routine correspondence or documents from the language of the host country into English or vice versa.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: One and one-half to two years of clerical experience. Six months of this experience should be in a Personnel Office, preferably with a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the Personnel Office.

ABILITIES: Level II typing (a minimum of 40 words per minute with a small number of errors).

DISTINGUISHING FEATURES:

This is the lowest level described in the Personnel Series. The employee works under general supervision and is required to exercise limited judgment as technical guidance is available for out-of-the-ordinary problems or questions. Work is reviewed for compliance with instructions. Guidelines are provided orally by supervisor but employee is required to have a good general knowledge of office procedures and sufficient familiarity with personnel and related regulations to maintain loose-leaf files of these regulations on a current basis.

SUPPLEMENTARY NOTES:

Positions at this level may be found at any post but are usually located at medium to large posts that generate a sufficient volume of relatively uncomplicated personnel clerical duties to occupy an employee full time.